



# Leave your mark.

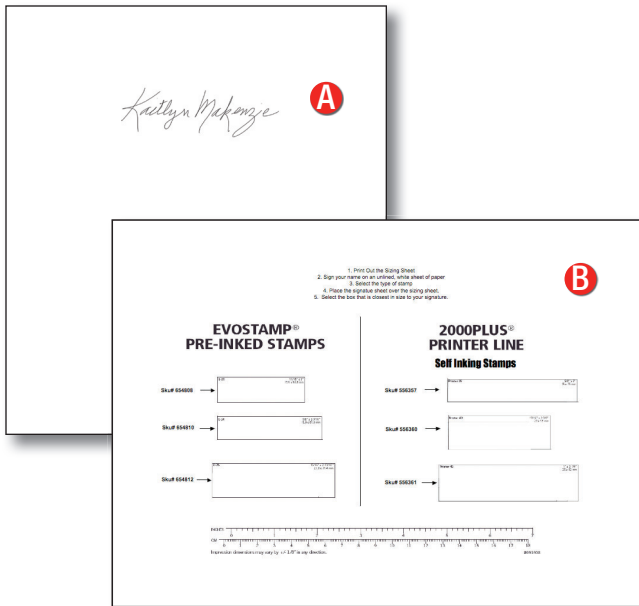
Order custom signature stamps online.

## **Benefits of ordering stamps online:**

- **Easy:** Automated online process walks you through step by step
- **Flexible:** Choose from sample layouts or design your own
- **Accurate:** Proof your order online and edit before purchasing
- **Fast:** Save frequently ordered products for quick reordering

Need customized signature stamps for your business? No problem. Staples makes it easy to create your own personalized stamps online at [StaplesLink.com](http://StaplesLink.com)®. We'll show you how to create the perfect signature stamp in just a few minutes.

This step-by-step guide will walk you through the process of customizing and ordering signature stamps for your business. Just read through the following pages and you'll have your new stamps created and ordered in no time.



## Prepare the image of your signature

- A** Sign your name on a blank white sheet of paper, using dark ink.

Using your computer, scan in your signature as a TIFF file. You must then convert that TIFF file to JPEG format. **See page 4** for instructions on how to convert TIFF files to JPEGs.

*Be sure to remember where you save your signature because you will need it when creating your stamp.*

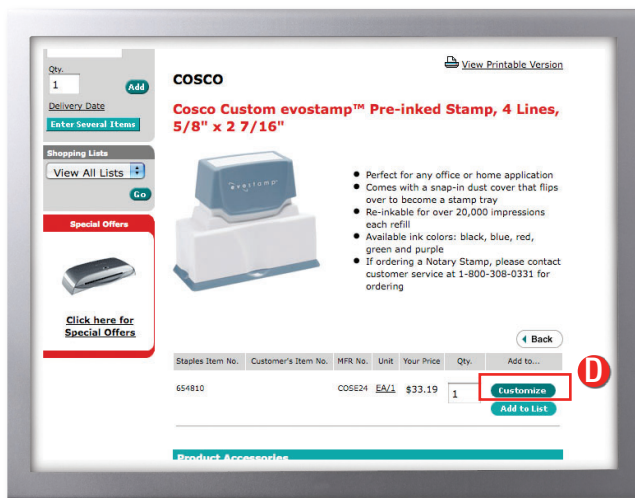
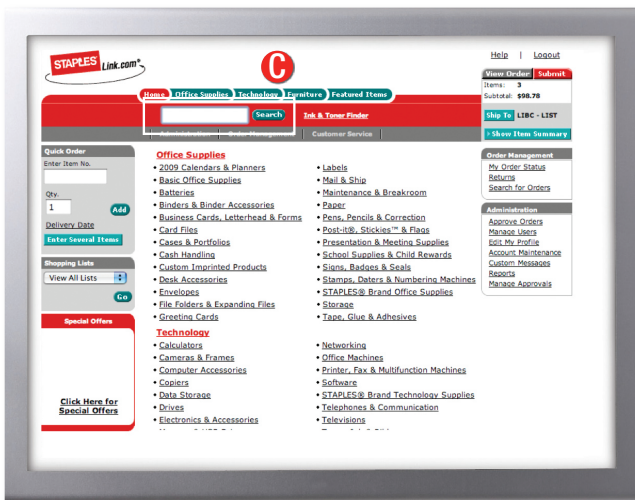
## Select your stamp

- B** Compare your signature to the **Signature Sizing Form on page 5** to determine the size of the stamp you will need. Decide which stamp style you need — “**preinked**” or “**self-inking**” — and choose from the 6 SKUs provided on the form.

*There is no guesswork — six stamps have been preapproved for you to choose from.*

## Customize your stamp

- C** On the StaplesLink.com® home page, enter in the “**Search**” box the SKU # for the stamp that you chose from the Signature Sizing Form.
- D** Enter the quantity, then click the “**Customize**” button to begin the guided customization process.





## Customize your stamp (continued)

- E** Click on the “Design your own” box.

On the “Edit Basic Options” tab, select your imprint ink color on the right.

- F** Click on the “Add and Edit Graphics” tab.

- G** Under “Add/Remove graphic,” select “Upload a custom graphic.”

Click on “Browse” to navigate to your signature file on your computer, then click “Upload Graphic” to upload your signature.

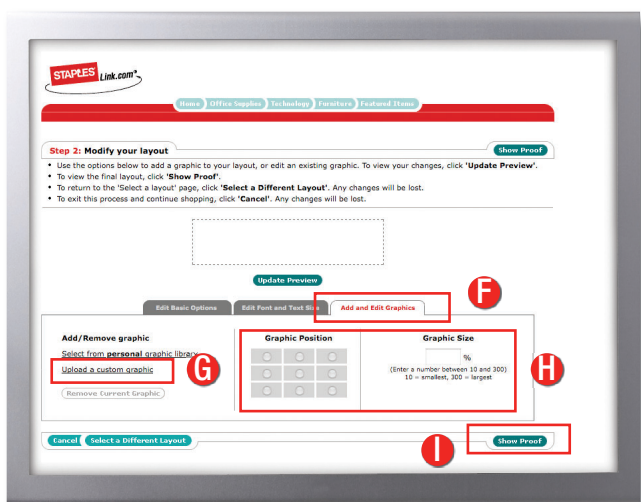
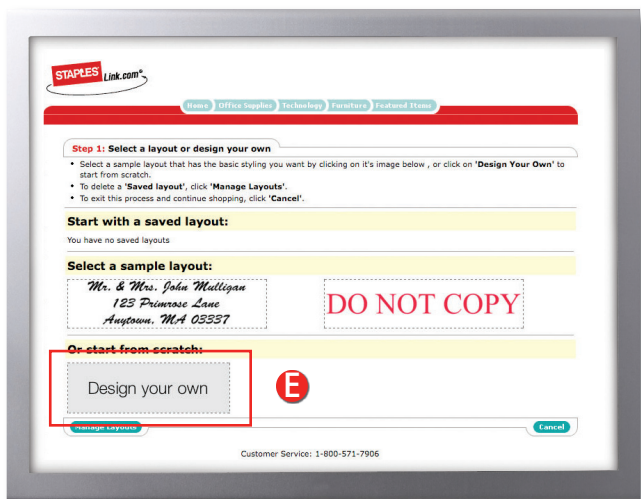
- H** Adjust the position of your signature within the stamp area using the radio buttons under “Graphic Position.” You can also adjust the size of your signature by entering a percentage in the “Graphic Size” window. Click “Update Preview” after making changes.

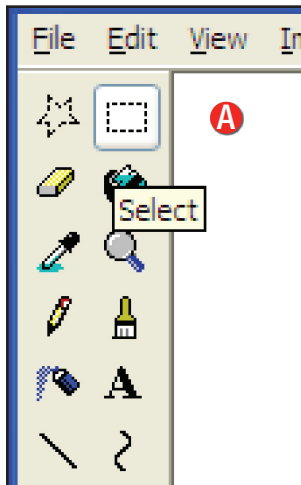
## Proofing and approving your layout

- I** Click “Show Proof” to review your online proof.

*“Preview” is not accurate — you must click the “Show Proof” button to see an actual sample of your stamp.*

- J** Click “Modify” to make any necessary edits.
- K** Check off the “Save this layout” box if you would like to keep this layout for easy reordering.
- L** Approve your stamp by clicking “Add to Order.”



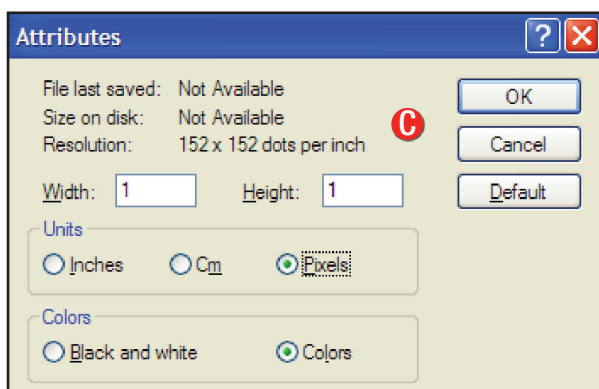
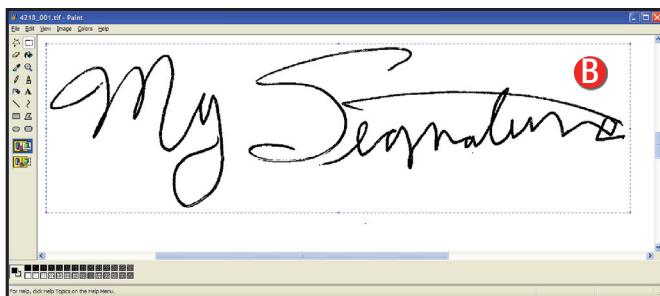


### How to convert a TIFF to a JPEG

1. Click on **Start > Programs > Accessories > Paint**.
2. Click on **File > Open**.
3. Navigate to the TIFF file and double click on the file to open it.
4. If you do not see the whole signature on your screen, move the scroll bars until the full signature is visible.

- A** 5. Click on the **Select tool** (it looks like a square).
- B** 6. Select the signature. Move your mouse pointer to the top left-hand side of the signature and click and hold the left mouse button. Now move your mouse towards the lower right-hand side of the signature. You will see a selection box around the signature. Encompass the entire signature. Do not leave a lot of white space around the signature. If you need to redo the selection box, hit the Escape (Esc) key on your keyboard to clear the selection.

7. Click on **Edit > Copy**.
8. Click on **File > New**. If you are asked to save changes, click on **"No."**
9. Click on **Image > Attributes**.
- C** 10. Enter **1** in the "width" text box and **1** in the "height" text box.
11. Click **"OK."**
12. Click on **Edit > Paste**. You should now have just the signature.
13. Click on **File > Save As**.
14. Enter a file name in the **"File Name"** text box.
15. Change the **"Save as Type:"** drop down to JPEG.
16. Click **"Save."**
17. Close ("X") out of screen and proceed to **Step B** on page 2 **"Select your stamp."**



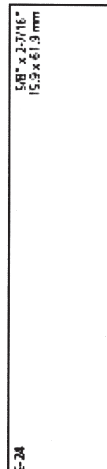


1. Print Out the Sizing Sheet
2. Sign your name on an unlined, white sheet of paper
3. Select the type of stamp
4. Place the signature sheet over the sizing sheet.
5. Select the box that is closest in size to your signature.

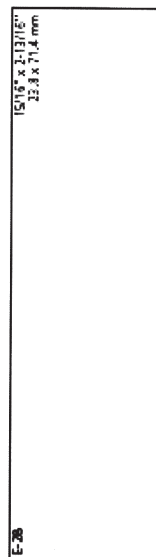
## EVOSTAMP® PRE-INKED STAMPS



Sku# 654808

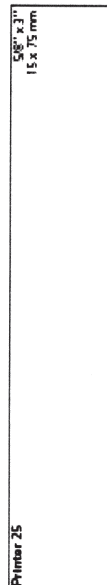


Sku# 654810

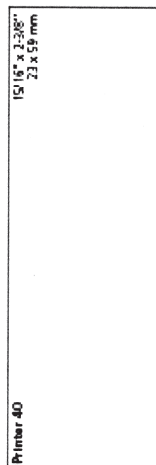


Sku# 654812

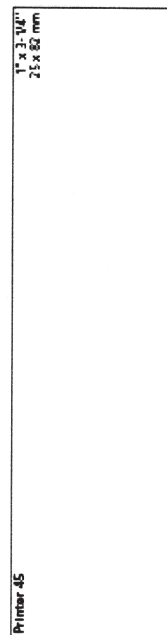
## 2000PLUS® PRINTER LINE Self Inking Stamps



Sku# 556357



Sku# 556360



Sku# 556361



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